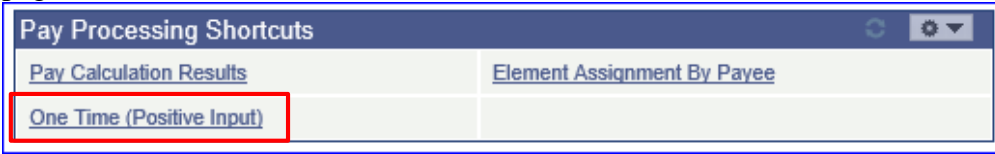
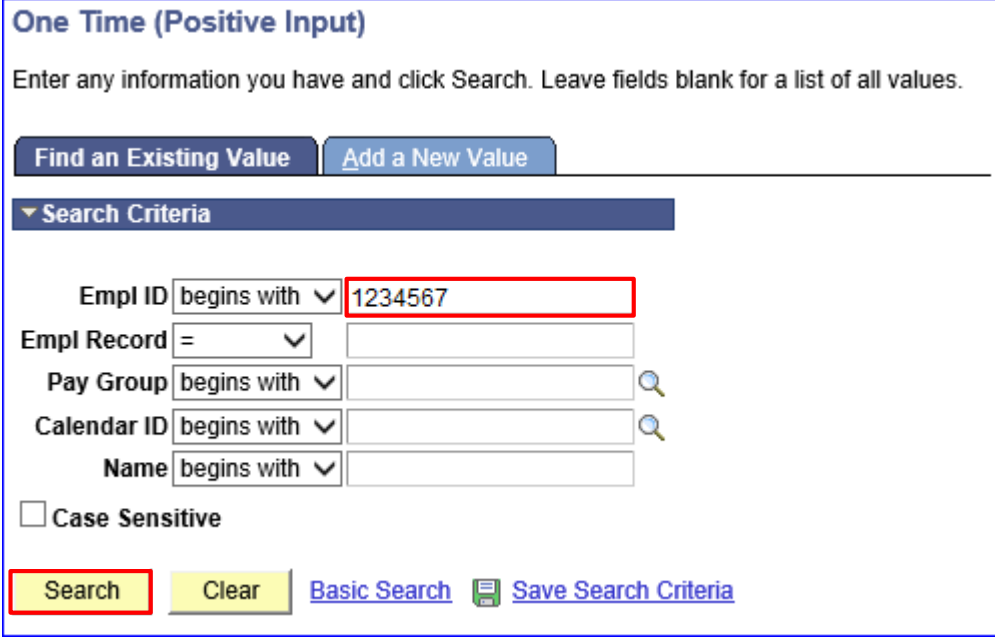



Identifying Paid IDT Drill Dates

Introduction This guide provides the procedures for SPOs to identify Paid IDT Drill Dates in Direct Access.

Procedures See below.

Step	Action																									
<p>1</p>	<p>Select One Time (Positive Input) from the Pay Processing Shortcuts pagelet.</p> 																									
<p>2</p>	<p>Enter the member's Empl ID and click Search.</p> 																									
<p>3</p>	<p>Select the Pay Calendar ID the Drill was paid.</p>  <table border="1" data-bbox="363 1585 1161 1861"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Pay Group</th> <th>Calendar ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1234567 0</td> <td></td> <td>USCG RSV</td> <td>CG RSV 2018M08M</td> <td>Jayne Cobb</td> </tr> <tr> <td>1234567 0</td> <td></td> <td>USCG RSV</td> <td>CG RSV 2018M07E</td> <td>Jayne Cobb</td> </tr> <tr> <td>1234567 0</td> <td></td> <td>USCG RSV</td> <td>CG RSV 2018M06M</td> <td>Jayne Cobb</td> </tr> <tr> <td>1234567 0</td> <td></td> <td>USCG RSV</td> <td>CG RSV 2018M05M</td> <td>Jayne Cobb</td> </tr> </tbody> </table>	Empl ID	Empl Record	Pay Group	Calendar ID	Name	1234567 0		USCG RSV	CG RSV 2018M08M	Jayne Cobb	1234567 0		USCG RSV	CG RSV 2018M07E	Jayne Cobb	1234567 0		USCG RSV	CG RSV 2018M06M	Jayne Cobb	1234567 0		USCG RSV	CG RSV 2018M05M	Jayne Cobb
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Identifying Paid IDT Drill Dates, Continued

Procedures,
continued

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4	<p>All Drills paid in this pay calendar will display. Click the Expand All icon.</p> <p>One Time (Positive Input)</p> <p>Employee ID 1234567 Name Jayne Cobb Empl Record 0</p> <p>Pay Group USCG RSV Description USCG Reservist Pay Entity USCG</p> <p>Calendar ID CG RSV 2018M06M Begin Date 06/01/2018 End Date 06/15/2018</p> <p>This Calendar is finalized. Any changes will be considered during retro processing.</p> <p>Earnings and Deductions Personalize Find View All [Grid] First 1-4 of 4 Last</p> <p>Action Main Components Source Expand All</p> <table border="1"> <thead> <tr> <th>Entry Type</th> <th>Element Name</th> <th>Element Description</th> <th>Instance</th> <th>Action Type</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>1 Add</td> <td></td> </tr> <tr> <td>Earnings</td> <td>IDT DRILL</td> <td>Inactive Duty for Training</td> <td>2 Add</td> <td></td> </tr> <tr> <td>Earnings</td> <td>IDT COMRATS</td> <td>Meal Allowance for IDT</td> <td>1 Add</td> <td></td> </tr> <tr> <td>Earnings</td> <td>IDT COMRATS</td> <td>Meal Allowance for IDT</td> <td>2 Add</td> <td></td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display</p>	Entry Type	Element Name	Element Description	Instance	Action Type	Earnings	IDT DRILL	Inactive Duty for Training	1 Add		Earnings	IDT DRILL	Inactive Duty for Training	2 Add		Earnings	IDT COMRATS	Meal Allowance for IDT	1 Add		Earnings	IDT COMRATS	Meal Allowance for IDT	2 Add																																									
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Identifying Paid IDT Drill Dates, Continued

Procedures,
continued

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6	<p>The Begin Date and End Date will identify the IDT drill date. The Drill Type and Drill Department will also be identified. Click OK to exit the Details page.</p> <div data-bbox="363 600 1364 1393" style="border: 1px solid black; padding: 5px;"> <p>One Time (Positive Input)</p> <p>Positive Input - Details</p> <table border="0" style="width: 100%;"> <tr> <td>Employee ID 1234567</td> <td>Name Jayne Cobb</td> <td>Empl Record 000</td> </tr> <tr> <td>Pay Group USCG RSV</td> <td>Description USCG Reservist</td> <td></td> </tr> <tr> <td>Calendar ID CG RSV 2018M06M</td> <td>Begin Date 06/01/2018</td> <td>End Date 06/15/2018</td> </tr> <tr> <td>Element IDT DRILL</td> <td>Element Name Inactive Duty for Training</td> <td>Instance 001</td> </tr> </table> <p>Specify Values OR Elements</p> <table border="0" style="width: 100%;"> <tr> <td>Unit Value</td> <td>2.000000</td> <td>Unit Element</td> <td></td> </tr> <tr> <td>Rate Value</td> <td></td> <td>Rate Element</td> <td></td> </tr> <tr> <td>Base Value</td> <td></td> <td>Base Element</td> <td></td> </tr> <tr> <td>Percent Value</td> <td></td> <td>Percent Element</td> <td></td> </tr> <tr> <td>Amount Value</td> <td></td> <td>Amount Element</td> <td>Currency USD</td> </tr> <tr> <td>Begin Date</td> <td>06/09/2018</td> <td>End Date</td> <td>06/09/2018</td> </tr> </table> <p>Absence Dates</p> <table border="0" style="width: 100%;"> <tr> <td>Absence Begin Date</td> <td>Absence End Date</td> </tr> <tr> <td>Period Begin Date</td> <td>Period End Date</td> </tr> </table> <p>Other Data</p> <table border="0" style="width: 100%;"> <tr> <td>Batch Code 717682</td> <td>Description of PI</td> </tr> </table> <p>Supporting &Element Overrides</p> <table border="0" style="width: 100%;"> <tr> <td>Business Unit ENLCG</td> </tr> </table> <p>Required Fields</p> <table border="0" style="width: 100%;"> <tr> <td>Drill Type IDT - Multiple</td> </tr> <tr> <td>Drill Department 007510</td> </tr> </table> <p> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> </p> </div>	Employee ID 1234567	Name Jayne Cobb	Empl Record 000	Pay Group USCG RSV	Description USCG Reservist		Calendar ID CG RSV 2018M06M	Begin Date 06/01/2018	End Date 06/15/2018	Element IDT DRILL	Element Name Inactive Duty for Training	Instance 001	Unit Value	2.000000	Unit Element		Rate Value		Rate Element		Base Value		Base Element		Percent Value		Percent Element		Amount Value		Amount Element	Currency USD	Begin Date	06/09/2018	End Date	06/09/2018	Absence Begin Date	Absence End Date	Period Begin Date	Period End Date	Batch Code 717682	Description of PI	Business Unit ENLCG	Drill Type IDT - Multiple	Drill Department 007510
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